

Request for Prenatal Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request my prenatal leave, scheduled to begin on [start date] and ending on [end date]. As a remote worker, I want to ensure a smooth transition of my responsibilities during my absence.

I have taken steps to prepare my workload for my leave by [briefly describe how you will manage your tasks, such as training a colleague or documenting processes]. I am confident that this will allow the team to continue functioning efficiently during this period.

Thank you for your understanding and support. Please let me know if you need any additional information or if we can discuss this further.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]